



Republic of the Philippines  
**DEPARTMENT OF LABOR AND EMPLOYMENT**  
Intramuros, Manila



MEMORANDUM NO. 09 - IAS 2018

DOLE-AS 11JAN'18 13:22

**TO :** ALL HEADS OF SERVICES, BUREAUS, REGIONAL OFFICES AND PHILIPPINE OVERSEAS LABOR OFFICES (POLOs)

**SUBJECT :** SUBMISSION OF FREEDOM OF INFORMATION (FOI) ACCOMPLISHMENT REPORT AND AGENCY INFORMATION INVENTORY FOR THE 4<sup>th</sup> QUARTER of CY 2017

**DATE :** January 8, 2018

Pursuant to Executive Order No. 2, Series of 2016 entitled “Operationalizing in the Executive Branch of the People’s Constitutional Right to Information and the State Policies of Full Public Disclosure and Transparency in the Public Service and Providing Guidelines Therefor” and Freedom of Information Memorandum Circular (FOI-MC) No. 01, series of 2016, you are hereby directed to submit your 4<sup>th</sup> quarter **FOI Accomplishment Report** to Internal Audit Service (IAS) **on or before January 24, 2018 (Wednesday)**, in both hard and soft copies, including the **FOI Registry Sheets and Agency Information Inventory**.

In case your office did not receive any FOI request during the period, submit a certification indicating that no FOI request was received for the period of October – December 2017.

The said report and other requirements have to be submitted to IAS through [ias\\_dole@yahoo.com](mailto:ias_dole@yahoo.com). For any inquiries or clarifications, you may call Ms. Zyra Glerica E. Perlora at telephone number 527-3000 local 732 or 742.

  
**CIRIACO A. LAGUNZA III**  
Undersecretary

11 January 2018

*Enclosed:*

1. Sample of FOI Revised Registry Sheet
2. Sample of Agency Information Inventory



Republic of the Philippines  
Department of Labor and Employment

Annex D

OFFICE:  
DATE:

FOI REVISED REGISTRY SHEET

PARTICULARS	Client-1	Client-2	Client-3	Client-4	Client-5
Year	2018	2018	2018	2018	2018
Registry Coverage	Q4	Q4	Q4	Q4	Q4
Parent Agency	DOLE	DOLE	DOLE	DOLE	DOLE
Attached Agency	N/A	N/A	N/A	N/A	N/A
Internal Tracking Number	#DOLE-815511509127	#DOLE-435598918411	#DOLE-775845734291	#DOLE-334007300728	#DOLE-202432973421
Request Type	eFOI	eFOI	eFOI	eFOI	eFOI
Title of Document	Request Information: The Number of Cancelled licenses of Land based overseas manpower agencies in 2016.	Request Information: Job offers for the beneficiaries of Conditional Cash Transfer Program	Inquire: Employment Rate of Manila	Request Information: Small and Medium Enterprises	Request Information: Total number of Schools, College graduates & Literacy rate
Request Status	Denied	Denied	Denied	Denied	Denied
Name of Requestor	Ben Johnson R. Bulac	Arjohn S. Esculto	Janeen Marcelle F. Baniqued	Janeen Marcelle F. Baniqued	Angelo Ma. D. Palmieri
Mode of Communication	Online	Online	Online	Online	Online
Mode of Receiving Reply	Online	Online	Online	Online	Online
Landline Number	24282773	-	-	-	28470539
Mobile Number	+63 (917) 795-2237	+63 (905) 613-8329	+63 (926) 072-6084	+63 (926) 072-6084	+63 (928) 406-7140
Email Address	benbulac@yahoo.com	escultoarjhons@gmail.com	baniquedjaneenmarcelle@gmail.com	baniquedjaneenmarcelle@gmail.com	palmieriangelo@yahoo.com
Fax Number	N/A	N/A	N/A	N/A	N/A
Province	Metro Manila	Ilocos Norte	Metro Manila	Metro Manila	Laguna
City Municipality	Quezon City	City of Batac	City of Manila	City of Manila	San Pedro
Local Address	11 Peron St. Filinvest 2, Batasan Hills	#31	794 Prudencio St. Sampaloc	794 Prudencio St. Sampaloc	Ph 4 Blk 16 Lot 1 Jacinto St. Pacita Complex
Valid ID Given	School ID	School ID	School ID	School ID	Driver's License
Valid ID Others	N/A	N/A	N/A	N/A	N/A
Valid ID Number	Nov-30	16-0104	-	-	DO4-16-009109
Document Type Requested	Statistics	Social Welfare	Employment (Local and Foreign)	Benefits Administration	Statistics
Start Date Covered	January 01,2016	January 24,2017	January 01,1995	January 01,1975	January 01,1985
End Date Covered	December 01,2016	June 24,2017	September 01,2017	August 30,2017	December 31,2016
Document Processing	Raw	Raw	Raw	Raw	Raw
Cost	Free	Free	Free	Free	Free
Purpose	Academia	Academia	Academia	Academia	Academia
Date Request Received	October 07,2017	November 24,2017	October 07,2017	October 12,2017	November 14,2017
Time Request Received	0:57	9:35 AM	1:39 PM	11:47 PM	4:31 PM
Date Request Finished	October 07,2017	November 24,2017	October 07,2017	October 13,2017	November 15,2017
Time Request Finished	N/A	N/A	N/A	N/A	N/A
Time Lapse Days	0	54	0	1	1
Extension Requested?	N/A	N/A	N/A	N/A	N/A
Date Extension Requested	N/A	N/A	N/A	N/A	N/A
Reason for Extension	N/A	N/A	N/A	N/A	N/A
Date Clarification Requested	N/A	N/A	N/A	N/A	N/A
Date Clarification Answered	N/A	N/A	N/A	N/A	N/A
Time Lapse Clarification Days	N/A	N/A	N/A	N/A	N/A
Basis for Denial	Wrong Agency: Request referred to POEA	Wrong Agency: Request referred to DSWD	Wrong Agency: Request referred to ILS	Wrong Agency: Request referred to BIR	Wrong Agency: Request referred to DEPED
Exception Type Applied	N/A	N/A	N/A	N/A	N/A
Officer Position	FOI Receiving Officer	FOI Receiving Officer	FOI Receiving Officer	FOI Receiving Officer	FOI Receiving Officer
Officer Name	Hermilia Salazar	Hermilia Salazar	Hermilia Salazar	Hermilia Salazar	Hermilia Salazar

Prepared by:

Reviewed by:

Noted by:

FOI Receiving Officer

FOI Decision Maker

Head of Office



OFFICE:  
DATE:

Republic of the Philippines  
Department of Labor and Employment

FOI INFORMATION INVENTORY SHEET

No.	Agency Abbreviation	Agency Name	Title	Description	Online Publication	File Format	Location/ URL	Disclosure	Original Data Owner	Data Maintainer	Date Released	Frequency of update
1	DOLE	Department of Labor and Employment	Personnel Data Sheet of DOLE employees	Files of Personnel Data Sheet containing personal information of DOLE employees	no	hardcopy		Exception	DOLE	HRDS		Annually
2	DOLE	Department of Labor and Employment	List Workers Associations	Workers Associations that have been registered with DOLE as one of the registering entities of the government	no	pdf and hardcopy		Public	DOLE	DOLE Regional Offices/ Field Offices		Annually
3	DOLE	Department of Labor and Employment	Audit Observation Memo	AOMs issued by COA in the DOLE Central Office	no	Hardcopy		Internal	DOLE	FMS and other concerned offices		Annually
4	DOLE	Department of Labor and Employment	Department Order 184-17	D.O. regarding Safety And Health Measures For Workers Who, By The Nature Of Their Work, Have To Spend Long Hours Sitting	yes	pdf	<a href="https://www.dole.gov.ph/issuances">https://www.dole.gov.ph/issuances</a>	public	DOLE-BWC	DOLE-Administrative Service-Central Records Section; BWC	2017	
5	DOLE	Department of Labor and Employment	Memorandum Orders	Various instructions or directives of the Secretary or authorized signatory of the Department addressed to a particular office/persons within the Department which direct such office/persons to perform certain acts	no	pdf and hardcopy	N/A	internal	DOLE	DOLE-Administrative Service-Central Records Section; Regional Offices	N/A	daily

Prepared by:

Name

FOI Receiving Officer

Reviewed by:

Name

FOI Decision Maker

Noted by:

Name

Head of Office